

PROPERTY - PROCUREMENT

This category deals with policy, procedures, regulations, and operations relating to the procurement of commodities, services, and supplies for Agency programs and administrative needs. It also groups together those papers which deal with internal service operations: acquisition, allocation, and administration of office space; building maintenance, safety, and protection; administration and accountability for supplies and equipment; motor pool services; and reproduction and distribution services.

IMPORTANT: See related items covered by mandatory dispositions in GRS 3, Property and Supply; GRS 4, Property Disposal; GRS 9, Travel and Transportation; GRS 10, Vehicle Maintenance and Operation; GRS 11, Space and Maintenance; GRS 17, Cartographic, Aerial Photographic, Architectural, and Engineering; and GRS 18, Security and Protective Services.

EXCEPT: Obligation or fiscal copies of procurement documents. See FIS 4-1.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

PRP PROPERTY-PROCUREMENT

General material relating to all phases of this primary subject too broad to file in secondary subject below.

(item 347a)

Originating office:

Destroy when 3 years old.

(item 347b)

All other offices:

Destroy when 2 years old.

PRP 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

(item 348a)

Originating office:

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

(item 348b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PRP 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under PRP 6 PROJECTS or Agency program reports which should be filed with specific program report.

(item 349a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 349b)

All other offices:

Destroy when 2 years old.

a. Agency copy of above reports.

(item 350a)

Originating office:

Destroy when superseded or obsolete.

(item 350b)

All other offices:

Destroy when 2 years old.

b. All other reports.

(item 351a)

Originating office:

Destroy when 2 years old.

(item 351b)

All other offices:

Destroy when 2 years old.

EXCEPT: Accident reports. See PRP 13.

PRP 2-1 Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

(item 3051a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

(item 3051b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

*** Retention Period ***

PRP 2-2 Motor Vehicle Reports

Reports on motor vehicles (other than accidents, operations, and maintenance reports.

(item 2020a)

Originating office:

Destroy 3 years after date of report. +[(**Disp. Auth. GRS 10-4**)]+

(item 2020b)

All other offices:

Destroy 3 years after date of report. +[(**Disp. Auth. GRS 10-4**)]+

PRP 3 COMMITTEES, MEETINGS

Material on committees and meetings relating to program functions not having long-term significance. Subdivide committees and meetings. If necessary, show name and date span on folder.

(item 353a)

Originating office:

Destroy when 2 years old.

(item 353b)

All other offices:

Destroy when 2 years old.

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of PRP, such as advisory organizations, and interagency committees. Includes committees chaired by PRP representatives or records maintained by PRP representatives on committees to carry out responsibility of assignments.

(item 354a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old

(item 354b)

All other offices:

Destroy when 2 years old.

EXCEPT: Administrative meetings or committees which should be filed under ADM COMMITTEES OR MEETINGS.

*** Retention Period ***

PRP 3-1 Arrangements

Material on meeting arrangements, invitations, accommodations, authority to attend, work papers, acceptances, regrets, and extra copies of agendas.

(item 355a)

Originating office:

Destroy when 1 year old.

(item 355b)

All other offices:

Destroy when 1 year old.

PRP 4 SOURCE OF SUPPLY

Material such as catalogs, surplus property lists, price lists, and correspondence with manufacturers. Subdivide by type of equipment as best suits user's needs.

(item 356a)

Originating office:

NON-RECORD. Destroy when superseded or obsolete.

(item 356b)

All other offices:

NON-RECORD. Destroy when superseded or obsolete.

PRP 5 PURCHASING AND CONTRACTS

Material such as correspondence and information material covering procedures for preparation and use of authorizing documents, and purchase orders.

(item 2021a)

Originating office:

See GRS 3, Item 3 for disposition guidance.

PRP 5-1 Requisitions

Requisitions for nonpersonal services, such as equipment, furniture, office supplies, printing, reproduction services, contracts, and related correspondence. Subdivide by type or requisition, if needed.

(item 2022a)

Issuing office:

Destroy when 1 year old.

+[(Disp. Auth. GRS 3-7)]+

(item 2022b)

All other offices:

Destroy when 1 year old.

+[(Disp. Auth. GRS 3-7)]+

EXCEPT: Copies made part of a purchasing case file.

*** Retention Period ***

PRP 5-2 Repairs

Requisitions for repairs to office equipment such as typewriters and adding machines as well as repairs to equipment used for program purposes such as laboratory equipment, knife sharpening, radios, and the like.

(item 2023a)

Originating office:

Destroy when 1 year old.

+[(Disp. Auth. GRS 3-7)]+

(item 2023b)

All other offices:

Destroy when 1 year old.

+[(Disp. Auth. GRS 3-7)]+

PRP 5-3 Reproduction

Requests for reproduction, work orders, and the like.

(item 2024a)

Originating office:

Destroy 1 year after completion of job. **+[(Disp. Auth. GRS 13-2-a)]+**

(item 2024b)

All other offices:

Destroy 1 year after completion of job. **+[(Disp. Auth. GRS 13-2-a)]+**

PRP 5-4 Local Purchases

Material such as requests for authority and memorandum copy of form used for over-the counter transactions. Includes General Service Administration (GSA) Self-service Stores. See PRP 5-6 for local purchase under authority of a blanket purchase order.

(item 361a)

Issuing office:

Destroy 4 years after completion of purchase.

(item 361b)

All other offices:

Destroy 1 year after completion of purchase.

*** Retention Period ***

PRP 5-4 Local Purchases *(continued)*

Covers local purchase order-invoice-voucher books.

(item 362a)

Originating office:

Destroy 3 years after
year of last purchase
date listed.

(item 362b)

All other offices:

N/A

PRP 5-5 Purchase Orders

Contract, requisition, purchase order, lease, bond and surety records, including correspondence and related paper pertaining to administration, receipt, inspection and payment.

a. Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining “simplified acquisition threshold”).

1. Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.

(item 3052a)

Procuring office:

Destroy 6 years and 3
months after final
payment. +[(**Disp.**
Auth. GRS 3-3-a-1-a)]+

(item 3052b)

All other offices:

N/A

(item 3053a)

Procuring office:

Destroy 3 years after
final payment. +[(**Disp.**
Auth. GRS 3-3-a-1-b)]+

(item 3053b)

All other offices:

N/A

2. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.

*** Retention Period ***

PRP 5-5 (continued)

3. Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.

(item 3054a)
Procuring office:
Destroy 6 years and 3 months
after final payment. +[(**Disp.**
Auth. GRS 3-3- a-2-a)]+

(item 3054b)
All other offices:
N/A

4. Transactions that utilize small purchase procedures and all construction contracts under \$2,000.

(item 3055a)
Procuring office:
Destroy 3 years after final
payment. +[(**Disp. Auth.**
GRS 3-3- a-2-b)]+

(item 3055b)
All other offices:
N/A

NOTE: Given the complexities of the rules on procurement, offices should involve procurement officials when deciding which of the subitems to apply to a particular series of records.

*** Retention Period ***

PRP 5-5 (continued)

b. Obligation copy.

(item 2027a)

Originating office:

Destroy when funds are obligated.. +[(**Disp.**

Auth. GRS 3-3-b)]+

(item 2026b)

All other offices:

Destroy when funds are obligated.. +[(**Disp.**

Auth. GRS 3-3-b)]+

c. Other copies of purchase orders used by component elements of a procurement office for administrative purposes.

(item 2028a)

Originating office:

Destroy upon termination or completion. +[(**Disp.**

Auth. GRS 3-3-c)]+

(item 2028b)

All other offices:

N/A

PRP 5-8 Telephone/Telegraph

Materials such as request for service or installation and record of calls.

EXCEPT: Copies of Telegraphic Message, SF-14. File these by appropriate subject. For disposition guidance see GRS 12, Item 3b.

(item 372a)

Originating office:

Destroy when 2 years old.

Original charge slips go forward for payment.

(item 372b)

All other offices:

Destroy when 6 months old.

*** Retention Period ***

PRP 6 PROJECTS

General material on projects.

(item 373a)

Originating office:

Destroy when 3 years old.

(item 373b)

All other offices:

Destroy when 2 years old.

Reference material.

(item 374a)

Originating office:

Destroy when superseded
or obsolete.

(item 374b)

All other offices:

Destroy when superseded
or obsolete.

Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span on project, EXAMPLE: PRP 6 PROJECTS NO. 00 Personnel Property Inventory System.

(item 375a)

Originating office:

Destroy 5 years after
completion of project.

(item 375b)

All other offices:

Destroy when 2 years old.

Proposed projects if no further action taken.

(item 377a)

Originating office:

Destroy when 5 years old.

NOTE: When a proposed project is approved, remove and file with project case files.

(item 377b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

PRP 6 *(continued)*

Work papers and draft report of project.

(item 378a)

Originating office:

Destroy 3 years after completion of project and final report.

(item 378b)

All other offices:

Destroy when 2 years old.

PRP 7 TRANSPORTATION

Records on shipment of equipment and supplies by freight or express.

(item 379a)

Originating office:

See GRS 9, Items 1a - 1c and 2 for disposition guidance.

PRP 7-1 Shipping Documents

Includes Bills of Lading (BL's).

(item 380a)

Issuing office:

Destroy 6 years after the period of the account. [GRS 9, Item 1c]

EXCEPT: BL's may be filed with pertinent procurement transaction if this method best suits user's needs.

EXCEPT: Shipments of household goods and personal effects. See TRV 5.

EXCEPT: Accountability records for BL's. See PRP 8-2.

*** Retention Period ***

PRP 8 PROPERTY ACCOUNTABILITY

Administration of and accountability for program and administrative supplies and equipment, including loss, theft, and destruction, and disposal by condemnation, or transfer. For procurement of these items, see PRP 5.

(item 2036a)
Originating office:
Destroy when 2 years old.
+[(**Disp. Auth. GRS 4-1**)]+

(item 2036b)
All other offices:
Destroy when 2 years old.
+[(**Disp. Auth. GRS 4-1**)]+

PRP 8-1 Inventories

Inventory of accountable property. Approved listings of property in custody of your office.

(item 2037a)
Originating office:
Destroy 2 years from date of list. [GRS 3, Item 9a]

(item 2037b)
All other offices:
Destroy 2 years from date of list. [GRS 3, Item 9a]

PRP 8-2 Expendables

Accountability records used to maintain control of such items as certificates, accountable forms, ID cards, unused BL's. Subdivide by type of item, if needed.

(item 383a)
Originating office:
Destroy 3 years after cleared and/or completed.

(item 383b)
All other offices:
Destroy 3 years after cleared and/or completed.

Accountable forms, such as Travel Requets, credit cards, and the like. Maintain under lock and key per pertinent instruction.

(item 384a)
Originating office:
Destroy 3 years after year of last usage date listed on record.

(item 384b)
All other offices:
N/A

*** Retention Period ***

PRP 8-2 (continued)

Government Purchase Card Account Setup File. Files that include Government purchase cardholder application form, test scores, and any other miscellaneous correspondence and documents that contribute to changes in a cardholder account, such as address change notices, and requests to increase limits.

(item 3018a)
Originating office:
Destroy 2 years after card is canceled. +[(**Disp. Auth. N1-463-98-12**)]

(item 3018b)
All other offices:
N/A

Government Purchase Cardholder Program Files. Includes copies of all monthly statements, correspondence, notices, and miscellaneous documents by fiscal year.

(item 3019a)
Originating office:
Cutoff file at end of fiscal year. Destroy when 3 years old. +[(**Disp. Auth. N1-463-98-12**)]

(item 3019b)
All other offices:
Destroy when 3 years old. +[(**Disp. Auth. N1-463-98-12**)]

PRP 8-3 Warranties

Warranties and instructions covering equipment under your control. Maintenance manuals. Subdivide by type as best suits user's needs.

Warranties.

(item 385a)
Originating office:
Destroy upon expiration.

(item 385b)
All other offices:
Destroy upon expiration.

*** Retention Period ***

PRP 8-3 (continued)

Instructions.

(item 386a)

Originating office:

Forward when equipment is transferred or destroyed when equipment is disposed.

(item 386b)

All other offices:

Destroy when equipment is disposed.

PRP 8-4 Surplus Property

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

(item 2038a)

Originating office:

Destroy 6 years after final payment. +[(**Disp. Auth. GRS 4-3-a**)]+

(item 2038b)

All other offices:

Destroy 6 years after final payment. +[(**Disp. Auth. GRS 4-3-a**)]+

Transactions of more than \$25,000.

(item 2039a)

Originating office:

Destroy 3 years after final payment. +[(**Disp. Auth. GRS 4-3-b**)]+

Transactions of \$25,000 or less.

(item 2039b)

All other offices:

Destroy 3 years after final payment. +[(**Disp. Auth. GRS 4-3-b**)]+

*** Retention Period ***

PRP 9 REAL PROPERTY MANAGEMENT

General material on the construction and maintenance of APHIS-owned or leased buildings and facilities.

(item 387a)

Originating office:

Destroy when 3 years old.

(item 387b)

All other offices:

Destroy when 2 years old.

Case files of APHIS-leased buildings and facilities, including GSA facilities.

(item 2041a)

Originating office:

Destroy 7 years after termination of lease.

+[(Disp. Auth. NC1-463-80-1)]+.

(item 2041b)

All other offices:

Destroy upon termination of lease. **+[(Disp. Auth. NC1-463-80-1)]+.**

*** Retention Period ***

PRP 9-1 Architectural Engineering

Correspondence and supporting material pertaining to proposed or authorized construction projects for new buildings or facilities or alterations to existing buildings or facilities, including such documents as design criteria, building plans and layout drawings, blueprints, cost estimates, and the Architecture/Engineering contract. Includes environmental impact statement. Case file by project number.

Proposed construction project.

(item 388a)
**Architectural Engineering
Office:**
PERMANENT. Transfer to
National Archives and
Records Administration
(NARA) when 5 years old
for representative sampling.
Destroy projects not accepted
by NARA.

(item 388b)
All other offices:
N/A

*** Retention Period ***

PRP 9-1 *(continued)*

Completed construction project, including correspondence and written supporting material.

(item 389a)
Architectural Engineering Office:
PERMANENT. Transfer to NARA 5 years after facility is disposed of for representative sampling. Destroy projects not accepted by NARA.

(item 389b)
All other offices:
Destroy after facility is disposed of.

Building plans, preliminary layout drawings, working copies used for contract purposes, and mechanical type equipment drawings for the programs.

(item 389c)
Architectural Engineering Office: MICROFILM COPY:
PERMANENT. Transfer to NARA 5 years after facility is disposed of for representative sampling. Destroy projects not accepted by NARA. +[(**Disp. Auth. NC1-463-82-4**)]+.

(item 389d)
All other offices:
N/A: +[(**Disp. Auth. NC1-463-82-4**)]+.

*** Retention Period ***

PRP 9-1 *(continued)*

(item 389e)
**Architectural Engineering
Office:**
PAPER COPY: Destroy
on-site upon verification
of film. +[(**Disp. Auth.**
NC1-463-82-4)]+.

(item 389f)
All other offices:
Destroy after facility
is disposed of. +[(**Disp**
Auth. NC1-463-82-4)]+.

PRP 9-2 Inventories

Inventories of federally owned and leased real property.

(item 390a)
Originating office:
Destroy upon receipt of
superseding inventory.

(item 390b)
All other offices:
Destroy upon receipt of
superseding inventory.

PRP 10 SPACE

General material relating to use, services, and operation of
space.

(item 391a)
Originating office:
Destroy when 1 year old.

(item 391b)
All other offices:
Destroy when 1 year old.

PRP 10-1 Maintenance/Services

Includes maintenance of assigned space; requests for building or equipment maintenance services; identification signs; janitorial services.

(item 392a)

Originating office:

Destroy 3 months after work performed or requisition canceled. [GRS 11, Item 5]

(item 392b)

All other offices:

Destroy 3 months after work performed or requisition canceled. [GRS 11, Item 5]

PRP 10-2 Building Security

Security of occupied space. Related material.

[NOTE: For thefts from premises see GRS 18, Item 11.]

(item 393a)

Originating office:

Destroy when 2 years old.
[GRS 18, Item 8]

(item 393b)

All other offices:

Destroy when 2 years old.
[GRS 18, Item 8]

PRP 10-3 Assignments/Moves

Includes such material as assignment of space, physical moving of offices.

(item 394a)

Originating office:

Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. [GRS 11, Item 2a]

PRP 10-4 Parking Facilities

Parking assignments. Parking restrictions.

(item 395a)

Originating office:

Destroy when 1 year old.

(item 395b)

All other offices:

Destroy when 1 year old.

*** Retention Period ***

PRP 11 MOTOR VEHICLES

General correspondence and other material on motor vehicles. Includes GSA Motor Pool.

(item 2040a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS 10-1)]+

EXCEPT: Procurement copy of purchase or lease documents on vehicles. See PRP 5.

(item 2040b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS 10-1)]+

PRP 11-1 Assignments

Vehicle assignments and/or authority to store Government-owned vehicle at home.

(item 379a)

Originating office:

Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. [GRS 11, Item 2a]

PRP 11-2 Operation

Motor vehicle maintenance records, including those relating to inspection and repair.

(item 379-1a)

Originating office:

Destroy when 1 year old.

[GRS 10, Item 2b]

(item 379-1b)

All other offices:

Destroy when 1 year old.

[GRS10, Item 2b]

*** Retention Period ***

PRP 11-2 *(continued)*

Motor vehicle operating records, including those relating to gas and oil consumption, dispatching, scheduling, passenger logs, and work assignments. Subdivide as best suits user's needs.

(item 379-2a)

Originating office:

Destroy when 3 months old.
[GRS 10, Item 2a]

(item 379-2b)

All other offices:

Destroy when 3 months old.
[GRS 10, Item 2a]

PRP 11-3 Motor Vehicle Release

Records relating to transfer, sale, donation, or exchange of vehicles, including SF-97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle.

(item 2042a)

Originating office:

Destroy 4 years after vehicle leaves the Agency. +[(**Disp. Auth. GRS 10-6**)]+.

(item 2042b)

All other offices:

Destroy 4 years after vehicle leaves the Agency. +[(**Disp. Auth. GRS 10-6**)]+.

PRP 12 AIRCRAFT OPERATION

Operating and inspection records, aircraft identification, and the like.

(item 398a)

Originating office:

Destroy when 5 years old.

EXCEPT: Purchase, lease, or acquisition documents on aircraft. See PRP 5.

(item 398b)

All other offices:

Destroy when 5 years old.

EXCEPT: Material relating to functional operation of aircraft (example: insect spraying). See appropriate subject.

*** Retention Period ***

PRP 12-1 Flight Logs

Flight and trip logs maintained for each aircraft.

(item 399a)

Originating office:

Destroy when 1 year old.

(item 399b)

All other offices:

Destroy when 1 year old.

PRP 12-2 Charts

Aeronautical charts. Arrange alphabetically by name of city.

(item 400a)

Originating office:

Destroy when superseded, obsolete, or no longer needed for reference.

(item 400b)

All other offices:

Destroy when superseded, obsolete, or no longer needed for reference.

PRP 12-3 Federal Aviation Administration

Material on aircraft operations under the jurisdiction of the Federal Aviation Administration.

(item 400-1a)

Originating office:

Destroy when 3 years old.

(item 400-1b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

PRP 12-4 Certification

Material on pilot certification including proficiency checks and certificates, copies of pilot's license, and material clearance documents. Also includes aircraft certification forms.

Case file agency pilot's certificate, medicals, and check ride forms by pilot's name under heading - contract pilot's.

Case file contract/rental pilot's check rides by pilot's name under heading contract pilot's.

Case file all aircraft certificates including Agency-owned or leased aircraft together by calendar year under heading-air certification.

(item 3005a)

Originating office:

Destroy when the pilot has left his/her position or when the aircraft is retired. **Disp.**

Auth. +[(N1-463-95-1)]+

(item 3005b)

All other offices:

Destroy when the pilot has left his/her position or when the aircraft is retired. **Disp.**

Auth. +[(N1-463-95-1)]+

PRP 13 ACCIDENTS

Accidents involving Government-owned vehicles or aircraft, claims for damage, accident reports, investigations, findings and recommendations, and Board of Review Actions.

(item 401a)

Originating office:

Destroy 6 years after case is closed. [GRS 10, Item 5]

(item 401b)

All other offices:

Destroy 6 years after case is closed. [GRS 10, Item 5]